



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207


ATZJ-DBI-SD

13 September 2012

MEMORANDUM FOR All personnel assigned or attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy #1 Commander's Open Door Policy

1. The morale, welfare, and discipline of a unit are the responsibility of the First Sergeant and Commander. It is the duty of this chain of command to resolve the difficulties and/or problems, both personal and professional, of every individual Soldier and civilian in the unit. I encourage subordinate leaders to solve issues and problems at the lowest level.
2. When your chain of command and the First Sergeant cannot resolve your problem or you cannot discuss it with them, first, inform your chain of command that you would like to see the Commander, and then address the problem with me. While my door is always open, I expect that you give our section leaders the opportunity to either resolve your issue on their own or enlist the assistance of the 1SG if resolution is beyond their expertise. If the issue cannot be resolved with the 1SG's assistance or if you feel that the issue is too sensitive to discuss with our NCO/ Civilian chain, please inform them that you would like to exercise my open door policy, and then address the issue with me.
3. Our team is dedicated to providing a supportive, cohesive environment for all of our Soldiers, Civilians, and student leaders. A cooperative spirit and open communication will help us to achieve this intent.
4. The point of contact for this memorandum is the undersigned at 803-751-3795.


SINDIE L. HICKS
CPT, FI
Commanding



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13 September 2012

MEMORANDUM FOR All personnel assigned or attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy #2 Equal Opportunity (EO)

1. References:

- a. AR 690-12, Equal Employment Opportunity and Affirmative Action, dated 20 June 1977.
- b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, dated 9 February 2004.
- c. AR 600-20, Army Command Policy, dated 18 March 2008.

2. The idea of human equality is fundamental to the existence of our democracy. The Army thrives on the diversity of its people.

3. The USASD is fully committed to supporting the EO program and its goal. Every Soldier and civilian employee will be treated fairly, with dignity and respect. Within the EO arena, it is the responsibility of leaders and subordinates to promote equality and to eliminate preferential treatment. To achieve a work force representative of this nation's diversity, leaders must ensure that equality and treatment are appropriate, fair, and based upon merit.

4. This policy is simple; no one will be subjected to discrimination, unfair treatment, or harassment of any nature. As the Commander, I insist on nothing less than equitable treatment based solely on merit, fitness, and capability without regard to race, color, religion, sex, gender, ethnicity or national origin. Corrective action will be taken in the case of any violation of this policy.

5. The EO Program serves as the cornerstone of military management programs. The concept of EO is inherent to good personnel management practices and must be an integral part of day-to-day Soldier/employee relations. This responsibility is extended to every leader, manager, supervisor, military and civilian employee throughout the USASD student population all permanent party. Individuals in this command that feel they have been discriminated against may bring it to the attention of their chain of command, the Equal Opportunity Staff, the ISG or myself.

ATZJ-DBI-SD

SUBJECT: Policy #2 Equal Opportunity (EO)

6. Maintaining an atmosphere of trust and equality opportunity are essential components to the teamwork necessary to accomplish USASD's worldwide mission. USASD permanent party are required to attend quarterly EO training.

A handwritten signature in black ink, appearing to read 'S. Hicks', is written over the printed name.

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13 September 2012

MEMORANDUM FOR All personnel assigned or attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy Letter #3- Prevention of Sexual Harassment (POSH)

1. References:

- a. AR 690-12, Equal Employment Opportunity and Affirmative Action, dated 20 June 1977.
- b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, dated 9 February 2004.
- c. AR 600-20, Army Command Policy, dated 18 March 2008.

2. The policy of the USASD is that sexual harassment is unacceptable and will not be condoned or tolerated. USASD has zero tolerance for sexual harassment in the workplace.

3. By law, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature which is used as a basis for career or employment decisions or when it results in a working environment that is hostile, offensive or intimidating, or so negative that it affects a Soldier or employee's ability to do his or her job. Individuals engaging in or conducting sexual harassment will be disciplined under the Uniform Code of Military Justice (UCMJ).

4. Supervisors and leaders who condone or use sexual behavior to control, influence, or affect the career, pay, or job of an employee, is engaging in sexual harassment. Similarly, a supervisor, co-worker, or customer who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment. Complaints of sexual harassment are to be reported immediately.

5. Soldiers and civilians who have been sexually harassed have an obligation to make it clear that such behavior is unwelcome and offensive. This Command expects the commitment of each individual to establish and maintain a work environment free of sexual harassment for all personnel, whether civilian or military. Everyone must do what is right legally and morally – every day.

6. Proactive efforts are needed to prevent sexual harassment. In accordance with Army regulations and policy, all permanent party will attend and successfully complete required training in POSH. It is the responsibility of all leaders, military and civilian, to examine allegations of sexual harassment and take necessary action to ensure that these matters are addressed swiftly, fairly, and effectively.

ATZJ-DBI-SD

SUBJECT: Policy Letter #3 - Prevention of Sexual Harassment (POSH)

7. The commitment of all USASD military and civilians to prevent sexual harassment and all forms of sexual discrimination will ensure that this Command maintains the highest level of professional behavior and courtesy that marks USASD's commitment to excellence.



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MEMORANDUM FOR All personnel assigned or attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy Letter # 4 – Consideration of Others (CO2)

1. The effectiveness of an organization's staff is largely dependent upon the interactions and relationships of its members. The CO2 policy is a tool to assist in assessing the needs of USASD Students and permanent party and to improve the organizational climate. It is the policy of USASD to convey the importance of CO2 as a vehicle for creating, maintaining and sustaining an environment of respect and dignity.
2. While the USASD Equal Opportunity Office is the proponent for implementing the CO2 program within the company, it is a Commander's program that includes all assigned military and civilian personnel. CO2 is comprised of education, and proactive and preventative measures. All permanent party military and civilian personnel will attend annual training. The USASD Commander may increase the frequency of CO2 sessions as needed.
3. The success of this program depends on leader commitment at all levels. By supporting the use of proper CO2, USASD can positively influence student support and Soldier readiness and the human relations climate of individual Soldiers and civilians.
4. Respect your co-workers, celebrate diversity, encourage unity, and care for one another. Make it a USASD priority!


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ATZJ-DBI-SD

14 September 2012

MEMORANDUM FOR All personnel assigned or attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy # 5 – **Physical Readiness Training (PRT)**

1. References:

- a. TC 3-22.20, Army Physical Readiness Training, dated April 2010.
- b. AR 350-1, Army Training and Leader Development, dated 3 August 2007.
- c. AR 635-200, Active Duty Administrative Separations, dated 06 June 2005.
- d. AR 600-8-24, Officer and Transfers and Discharges, dated 12 April 2006.
- e. Memorandum # 12, 4-10TH Infantry Regiment Battalion Policy, ATZJ-DBI-CO, 19 June 2009, Physical Training (PT).

2. Physical Readiness Training is an essential element of staying fit. This policy letter outlines the Physical Readiness Training standards expected of the U.S. Army Student Detachment.

3. Verification of all profiles will be forwarded to the detachment prior to APFT.

4. Profiles will participate in PT within the limits of their profile.

5. My goal for the **Company APFT Average is 260.**

6. USASD Permanent Party: Physical Readiness Training is conducted daily Monday - Friday from 0600 – 0700 hours. Unless otherwise specified, the first duty/accountability formation is held at 0550 hours. The 1SG will direct the uniform of the day for PRT. The uniform is the Army black shorts and gray T-shirt, unless otherwise specified. The PT jacket, sweatpants, grey fleece cap, and gloves are worn as seasonal items.

7. USASD Students: Maintaining individual physical fitness is the responsibility of the Soldier. Students must submit a PT card bi-annually to the student detachment. The Senior Liaison Officers or Senior Army Advisors will conduct the PT test and weigh-ins for their schools. If a student has no senior officer, then they must conduct a PT test to the best of their ability and with the highest degree of integrity.

ATZJ-DBI-SD

SUBJECT: Policy # 5 - All personnel assigned or attached to the United States Army Student Detachment (USASD).

a. For those students who are not near a military installation may have an option to obtain s free YMCA membership upon approval, for more information please contact the unit YMCA coordinator.

8. It is the primary responsibility of the Operations Sergeant to ensure that all Soldiers of USASD meet and maintain the physical fitness standards set by the Army and TRADOC.

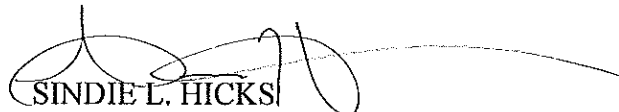
9. Failure to meet APFT standards will result in personnel flag action and immediately enrolled in a special fitness program appropriate for the individual. Soldiers will be re-tested within 90 days of initial failure.

10. Special population PT will be conducted daily Monday- Friday from 1600-1700. Diagnostic APFT will be administered every 30 days until Soldier successfully passes (Students and permanent party).

11. Personnel who fail two consecutive record APFTs may be considered for separation IAW AR 635-200 or AR 600-8-24.

12. All Soldiers should report to their next duty station in satisfactory physical condition, able to pass the APFT, and within height/weight standards IAW AR 600-9.

13. The point of contact for this memorandum is the undersigned at 803-751-3795.


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13 September 2012

MEMORANDUM FOR All Personnel Assigned and Attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy Letter #6- Physical Training (PT) Incentive Program

1. References:

a. TC 3-22.20, Army Physical Readiness Training, dated April 2010.

b. Memorandum # 12, 4-10TH Infantry Regiment Battalion Policy, ATZJ-DBI-CO, 19 June 2009, Physical Training (PT)

2. As I encourage each of our Soldiers to attain the highest standards of physical fitness and readiness, I feel it only appropriate to recognize those individuals who meet and exceed my expectations. Therefore, I have established a PT Incentive Program.

3. Soldiers achieving a PT score of 300 with 100 points in each event during a record Army Physical Fitness Test (APFT) is eligible for the following incentives:

a. Four day pass.

b. Exempt from Company PT.

4. Soldiers achieving a PT score of 270 or above with 90 points in each event during a record APFT is eligible for the following incentives:

a. Three day pass

b. Exempt from Company PT.

5. Soldiers achieving a 10% increase to their APFT score during a record APFT is eligible for the following incentives:


a. Three day pass or

b. Exempt from Company PT.

ATZJ-DBI-SD

SUBJECT: Policy Letter #6- Physical Training (PT) Incentive Program

6. Soldiers are only eligible for one incentive group. For example, if you improve your PT score by 10% and you achieve a 300 by doing so, you will only be eligible for one four day pass and exemption from Company PT.
7. All passes are subject to the provisions in Policy Letter #8.
8. Soldiers enrolled in the Army Weight Control Program and PT failures retaking the APFT are not eligible for PT incentives.
9. The point of contact for this memorandum is the undersigned at (803) 751-3795.


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